



**Time and Labor Exceptions Reference Guide**

**Overview:** This document provides a brief description of the exception, severity level and action required in order to resolve exceptions generated during the time reporting validation process.

| Exception ID | Exception Description          | Severity Level | Explanation   | Resolution   |
|--------------|--------------------------------|----------------|---|--|
| TLX00030     | Inactive Time Reporter Status  | High           | Inactive Employee   | Contact Payroll  |
| TLX00420     | Invalid TRC                    | High           | Invalid Time Reporter Code  | Contact Payroll  |
| TLX00440     | TRC is not in TRC Program      | High           | Invalid Time Reporter Code  | Contact Payroll  |
| TLX01540     | More than 24 hours reported    | Medium         | Reported daily work hours exceeds 24 hours  | Timesheet correction required; Verify shift begin and end time. Ensure IN and OUT punch exists for that day.   |
| TLX10065     | Missing Punch                  | High           | Missing IN or OUT entry   | Timesheet correction required; Add missing punch value, an IN and OUT punch is required.   |
| TLX10066     | Worked without a Break         | Low            | Employees are require to a minimum of a half hour unpaid lunch break when scheduled to work six or more consecutive hours | Timesheet correction required; Reduce hours reported to six (6), insert another row to report remaining work hours.  |
| TLX10068     | Daily average hours exceeded   | Medium         | Reported hours exceed 8.  | Please refer to the <a href="#">Student Assistant Employment Guide</a> for additional details regarding student work hours.  |
| TLX90001     | Weekly Hours exceed 40         | Medium         | Employee reported an excess of 40 hours.  | Timesheet correction required; Reduce workweek total to 40 hours. <a href="#">Overtime Request</a> form must be completed and submitted to payroll to request payment of additional hours.   |
| TLX90002     | Student hour exceed 20         | Medium         | Student employee reported an excess of 20 hours.  | When school is in session, Student Assistants may work up to, but not exceed, 20 hours per week. When school is not in session due to academic breaks and summer recess, Student Assistants may work up to a maximum of 40 hours per week but shall not be scheduled, nor permitted, to work overtime. |
| TLX90011     | Holiday Hours <> Min Max Table | Medium         | Requires an administrative review of Holiday hours  | Contact Payroll  |